

# MLTI Program Evaluation RFP

## State of Maine Department of Education Request for Proposals RFP #201109150, October 2011

### Questions & Answers

Copies may also be obtained by contacting Laura Brown at the Department of Education, [mlti.project@maine.gov](mailto:mlti.project@maine.gov) or 207-624-6746.

A Bidders Conference happened on Monday, October 17, 2011 at 12:30 PM local time via webinar. The archived version can be viewed here: <http://stateofmaine.adobeconnect.com/p2u4erdlp3a/>

Completed Proposal must be received no later than 4:00 PM Local Time, October 31, 2011, delivered to the Division of Purchases, Burton Cross Building, 4th Floor, 111 Sewall Street, 9 State House Station, Augusta, ME 04333-0009. This represents an extension to allow for processing of the electronic archive of the bidders conference. Proposals must be labeled with the RFP number and title. Faxed or emailed proposals will not be accepted.

## Written Questions and Answers

**Question 1:** The RFP for the MLTI evaluation advertises a webinar for Wednesday, October 17. October 17 is a Monday. Will the webinar be on Monday 10/17 or Wednesday 10/19?

**Answer 1:** The Bidder's Conference webinar is scheduled for Monday, October 17 as listed in the RFP document (linked above). There was a typographical error on this web page (above) that has been fixed. We apologize for any confusion.

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**Question 2:** Are there additional instructions in the “instruction package” or are all needed instructions listed in the RFP?

**Answer 2:** Instructions for submission of a proposal for the RFP are contained in the RFP document.

**Question 3:** Approximately how many students are in grades 7 through 12 and how many participate in the MLTI (i.e., have a laptop through the program)?

**Answer 3:** There are approximately 60,000 students participating in grades 7-12. All public 7-8 students are participating and approximately 45% of public 9-12 students are participating. There are also a small number (<1000) private school students participating in the program.

**Question 4:** How many teachers are participating in the program?

**Answer 4:** There are approximately 11,000 educators participating in the program. This includes teachers, librarians, administrators, and technical support specialists.

**Question 5:** What state-level, standardized assessment instruments (i.e., through MeCAS) exist for students in 7th through 12th grade?

**Answer 5:** Grade 8: MEA Science; NECAP Reading, Writing, and Mathematics Grade 10/11: PSAT Reading, Writing, and Mathematics Grade 11: SAT Reading, Writing, and Mathematics; MHSA Science For more information about Maine's Comprehensive

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Assessment System (MeCAS), please visit [this site](#).

**Question 6:** Are there schools in ME that do not participate in the program that could be used as comparison groups for the evaluation study? Or has the evaluation thus far assessed student outcomes through comparison to non-ME students through the NECAP and PSAT (for examples).

**Answer 6:** All Maine public middle schools are participating in the program. 55% of Maine's public high schools participate in the 1:1 student program while the remaining 45% of Maine public high schools participate in a more limited fashion. This 45% of schools have deployed MLTI devices to all teachers, but not to students in a 1:1 fashion. Previous evaluations are available for review. Please see links below (Question #7).

**Question 7:** Who has conducted the annual assessments in prior years (internal or external) and is there an incumbent for the project?

**Answer 7:** Previous evaluation studies were performed by the University of Southern Maine, Center for Education Policy, Applied Research, and Evaluation. Reports may be found at: <http://maine.gov/mlti/resources/research.shtml> and <http://usm.maine.edu/cepare/maine-learning-technology-initiative-mlti>

**Question 8:** What is the predicted level of effort for this project and are there budget parameters you could share to ensure proposed project scope is in line with MLTI expectations?

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**Answer 8:** The anticipated annual budget is \$200,000.

**Question 9:** Based on our work with other laptops-for-students programs, we are assuming that laptop maintenance is a large component of the MLTI costs. How is the maintenance structured (central site, school district based, etc.) and are we correct in assuming that this piece is to be included in the evaluation of program costs?

**Answer 9:** The Maine Learning Technology Initiative is a statewide solution that provides a comprehensive system of both centralized and localized support systems. For more detailed explanations of these systems, bidders are encouraged to review:

- <http://www.maine.gov/mlti/presentations/>
- <http://www.maine.gov/tools/whatsnew/index.php?topic=MLTILinks&id=247572&v=Manual>

The Department is interested in bidders' proposed solutions for how evaluation of program costs will be completed.

**Question 10:** Will the monthly meetings with program representatives be in-person, virtual, or a rotation of both?

**Answer 10:** Bidders should include as part of their proposal the type of meetings. The Department has the capacity for both in-person and virtual meetings, and does not have a preference.

**Question 11:** In Section 3.2.1 the RFP references a "state statutory definition of an education policy research center." What is the statutory definition?

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**Answer 11:** The statute speaks to the required process, but does not actually define the term. As such, bidders should ensure that they demonstrate reasonably that they are an education policy research center.

**Question 12:** Can you please tell us if the state of Maine has established a cap on the institutional overhead rate for this evaluation project?

**Answer 12:** The Department has an expectation that institutional overhead will not exceed 8%.

**Question 13:** Is there any reason why the project would not continue to contract with the University of Southern Maine?

**Answer 13:** The Department issued this RFP in order to seek proposals from multiple bidders. The Department will award the bid to the proposal that best meets the Departments needs as defined in the RFP.

**Question 14:** Who will be the primary contact at the Department of Education for the evaluation contract?

**Answer 14:** The Learning Through Technology (LTT) team at the Department of Education will provide contract management services. LTT will assist the winning bidder as needed to coordinate further collaboration with other teams at the Department as necessary including coordination with the Department's Assessment group should

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state assessment data be needed.

**Question 15:** What is the Alternative Equivalent Value (AEV) factor option noted in the RFP on page 3?

**Answer 15:** The AEV option provides a method for schools to propose their own local 1:1 solution in lieu of the State's solution and receive funding assistance to implement the alternate solution. No schools elected this option. All participating schools are implementing the State's 1:1 solution.

**Question 16:** In Section 4, Bidder Identification and Information, what is the intent of providing business history of the bidder?

**Answer 16:** As part of the Department's evaluation of proposals, the Department will score 25% of the total bid's score based on the Bidder's Experience and qualifications.

**Question 17:** Is this RFP open to for-profit entities? Or only non-profits?

**Answer 17:** The RFP is an open bid to both for-profit and non-profit entities.

**Question 18:** What is the meaning of "state level" and "usage in local school" on page 1 of the RFP?

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**Answer 18:** The Maine Learning Technology Initiative is a state-led initiative. Many of the activities of the Initiative, including coordination with vendors, some professional development, technical assistance are implemented and coordinated directly by the Department in coordination with the primary vendor, Apple, Inc. At the local level, in schools, teachers and students use the solution provided through the Initiative in classrooms. The Department is interested in evaluation services that consider both in-class and in-school implementation and impacts as well as state coordinated efforts.

**Question 19:** Under the financial stability section 2.16, is there any other documentation required to demonstrate financial stability beyond the requirements of Section 4?

**Answer 19:** No.

**Question 20:** The RFP states this is an "evaluation is of the impact of the laptop program on student performance in achieving the content standards and performance indicators established by the statewide system of learning results established in the Maine Revised Statutes, Title 20-A, section 6209 utilizing valid, standardized assessment measures." For this evaluation, does the State Department of Education require additional standardized measures of content standards and performance indicators, beyond those currently in use by the state (those listed in response to question 5)?

**Answer 20:** The Department does not require additional measures. Bidders should ensure that their proposal clearly describes how it will show impact of the laptop program on student performance regardless of which valid, standardized assessment measures is used.

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**Question 21:** Was the Bidder's Conference recorded?

**Answer 21:** Yes, you can view to the recording [here](#).

**Question 22:** Will the contract that is ultimately awarded be fixed price or some other type of contract?

**Answer 22:** Bidders should include a total cost of their proposal as described in 2.13.4 of the RFP. As such, the Department expects to contract with the awarded bidder at a fixed price.

**Question 23:** What is the phone number at the Division of Purchases. It is required for express shipping.

**Answer 23:** For shipping carriers that require a phone number on the shipping label, you may use (207) 624-7340.